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PREVIOUS EDITION MAY BE USED.

Sverdrup Technology Unified and Special Operations Group Price Proposal - RDT&E				
CLIN 0006 Labor (Firm Fixed Price)	3	МО	\$12,935.30	\$ 38,805.90
CLIN 0002 Materiels (Cost Reimbursable)	1	LO		\$ 22,125.00
CLIN 0003 Travel (Cost Reimbursable)	1	LO		\$ 48,850.00
CLIN 0007 Technical Data	1	LO	NS	SP
RDT&E Total				\$109,780.90

# SPECIAL INSTRUCTIONS

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

#### ACCOUNTING AND APPROPRIATION DATA

AA: 9710400.5600 X61 52SR 1684RC 000000 59200 046404 525700 F25700

AMOUNT: \$109,780.90

#### STATEMENT OF WORK (SOW)

Maritime and Rotary Wing Combatant Craft Program Management Office (SOAL M&RCC)

## RDT&E SUPPORT For SOC-R PROGRAM

This portion of the FY 02/03 Acquisition, Logistics, and Management and Business

**1.0 Scope** 

Operations Support (ALMBOS) program will provide contractor service	s in support of Research,
Development, Test, & Evaluation for the	Program.
Execution of this program is assigned to the Combatant Craft – Project N	Management Office.
	_
1.1	
1.2 The specific requirements of this SOW are written in paragraph	3 below. Contractor
personnel performing under this SOW shall provide specific and	integrated services in the

- 1.2 The specific requirements of this SOW are written in paragraph 3 below. Contractor personnel performing under this SOW shall provide specific and integrated services in the areas of: acquisition process management; research, studies, and analyses support; acquisition documentation; life-cycle or cradle to grave management; and, Planning, Programming, Budgeting and Requirements support. Personnel identified for performance of tasks shall meet the experience requirements laid out in the ALMBOS contract, as they will provide expertise related to the development and systematic review and update of system/ product improvement plans and acquisition strategies. With regards to this SOW, the contractor shall directly work to ensure a smooth transition of the program from Development into the Production phase of the systems acquisition cycle.
- 2.0 **Applicable Documents** Reference documents associated with this task order are identified as listed below. This document list is evolutionary and will change at Government discretion:

USSOCOM Directive 70-1, Acquisition Management	USSOCOM Directive 71-4, Requirements Generation System
USSOCOM Directive 1-9, Strategic Planning Process	USSOCOM Directive 1-4, 28 JUN 1993, PPBS System
USSOCOM-Navy Umbrella MOA, RD&A and PPBS Annexes	USSOCOM-Air Force Umbrella MOA, RD&A and PPBS Annexes
USSOCOM-Army Umbrella MOA, RD&A and PPBS Annexes	SOCR ORD

3. **Requirements** The Sverdrup Team will provide support to Maritime and Rotary Wing Combatant Craft Program Management Office (SOAL M&RCC) on-site at MacDill AFB, FL. During the period of performance of this task the support shall include:

## 3.1 Program Management Support

- 3.1.1. Develop draft acquisition strategies and draft program documents for transition and pre-planned product improvements.
- 3.1.2. Support the PMO in performing technical and management reviews of the program at

## 3.2. Cost Estimating Support

- 3.2.1. Prepare comprehensive life cycle and Program Manager cost estimates for the program in accordance with policies of DoDD 5000.1, DoDD 5000.2R and USSOCOM Reg 70-1. This task shall require the contractor to specifically identify costs associated with developing, acquiring, fielding, operating/ supporting and disposal of the
- 3.2.2. Analyze cost estimates from other related Government efforts advanced technology projects. The contractor shall utilize this data to better define total life-cycle costs of the cost Estimating Relationships.
- 3.2.3. Meet with financial managers to develop or update cost estimating methodologies. The contractor shall also collect other data appropriate for completing elements of program Cost Analysis Requirements Document (CARD).

#### 3.3. Financial Management Support

- 3.3.1.Using current, government-approved policy, guidance and strategies, develop draft program and budget financial documentation as directed by the DoD 7000 series directives, manuals and regulations for submission to other USSOCOM directorates, Office of the Secretary of Defense, and Congress. This documentation shall include the following submissions along with all required supporting forms and exhibits: Program Budget Accounting System release authorizations, Program Objective Memoranda, Budget Estimate Submissions, and Future Years Defense Plans.
- 3.3.2.Collect, track and maintain program-funding information in the integrated Financial Tracking System (IFTS) database. Utilize this system to subsequently produce required and as directed reports (monthly).
- 3.3.3. Support execution and other designated fiscal reviews by preparing and/or updating financial briefing packages for use by M&R-CC PMO staff (quarterly).
- 3.3.4. Drafts purchase orders, requisitions and other funds obligations documents for government approval to acquire necessary systems, equipment, supplies and services for the program. Monitor the status of each acquisition from the time the need is identified and approved until the Government accepts the items or services. The contractor shall also track commitment, obligation, expenditure and disbursement of all funds in support of these program requirements. Coordinate with DFAS, SORR-C, SOAL-K and performing

activities to diagnose and correct payment problems shall be required in the performance of this SOW requirement. The objective is to ensure all builder contract invoices are paid within 30 days.

## 3.4. Information Management Support

- 3.4.1. Maintain a centralized library/file of all program documents, directives and reference material that enables the rapid location, identification and retrieval of documents by PMO personnel. The contractor shall establish a separate, access controlled section of this library for the controlled, unclassified material (i.e. Source Selection Sensitive, Proprietary data, etc.) that will only be accessible by individuals designated by the SOCR Program Manager or Deputy Program Manager (PM or DPM). When needed, the contractor shall index and archive historical program documents on high capacity, non-volatile, computer storage media for permanent storage. The electronically stored data shall be organized and indexed facilitate rapid searches and retrieval and transfer from hard-copy documentation to other activities for archiving.
- 3.4.2. Prepare meeting minutes, presentation materials such as briefing viewgraphs, graphics, videos, and illustrations in support of program management activities. For planning purposes, the performance of this requirement shall include one briefing and one set of conference/ meeting minutes per month.

3.4.3.Implement a commercial groupware software sys	tem to permit program
members,	collaborate
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This system shall conform to U	ISSOCOM Standing Operating Procedures
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### 3.5. Engineering Support

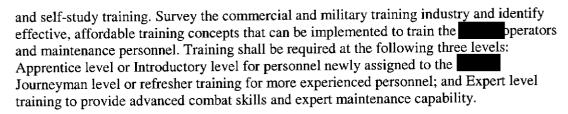
- 3.5.1. Provide expert engineering support to the program. The contractor shall provide these SETA Engineering services to assist in the development of the system requirements document and/or performance specification, and evaluation of vendor proposed designs. This technical service shall be in support of Government's initial commercial craft competition and later during craft militarization.
- 3.5.2.Provide engineering support in an integrated team environment to facilitate the technical assessment of the design agent's (i.e., the builder's) integration of pre-planned product improvements
- 3.5.3. Develop/maintain/review program System Engineering Master Plans, engineering data and technical data. Develop and review engineering analysis, configuration change documentation such as ECPs and Craft Alteration Proposals, including those items developed by other activities.
- 3.5.4. Interact with commercial vendor to promote/ facilitate communications between Contractor/ Government engineering personnel.

## 3.6. Test & Evaluation Support

- 3.6.1. Assist the Government in the planning, executing and reporting of tests necessary to evaluate the and facilitate program decision-making. The contractor shall develop draft test plans, draft test agendas, and draft data collection plans to ensure each test is thoroughly planned and coordinated.
- 3.6.2. The contractor will collect and analyze test data and develop draft test reports. Two types of testing are anticipated. Source selection developmental testing will be performed on proposed commercial craft to evaluate the craft's performance. These test results will be used as part of the source selection process for the builder. During this testing the contractor shall be prepared to instrument the test craft in order to collect test data.
- 3.6.3. After a builder is selected, the builder will militarize a commercial craft to transition into a system. The contractor shall support developmental and operational testing on the system to verify system technical performance, operational effectiveness and operational suitability.
- 3.6.4. Support program office staff with analysis of test results leading to the identification and documentation of transition risks affecting a production milestone decision. The contractor shall travel and support the Government's evaluation of these tests at various locations.

## 3.7. Integrated Logistics Support

- 3.7.1. Plan the integrated logistics support for the Complete a comprehensive evaluation of traditional Government and non-traditional alternatives for spare parts procurement and management. Draft the Integrated Logistics Support sections of the System Acquisition Master Plan.
- 3.7.2. Support the PMO in the managing, refurbishing, and tracking of Government Furnished Equipment (GFE) for delivery to the Builder. The contractor shall identify sources of supply, coordinate with GFE providers for delivery, and prepare draft GFE procurement documentation.
- 3.7.3. Participate in the Integrated Logistics Support Management Team (ILSMT) as an advisor to the Government Logistics Manager. Attend ILSMT meetings, traveling as necessary. The contractor shall take notes of proceedings at ILSMT meetings and publish minutes and action items to attendees. The contractor shall pay specific attention to updating action items from the ILSMT. ILSMT meeting will be held approximately every 4 months.
- 3.7.4. Coordinate airlift support required for program testing, including airlift to support source selection testing, developmental testing and operational testing. The contractor shall coordinate obtaining no-cost airlift support to avoid excessive budget requests for dedicated aircraft.
- 3.7.5. Plan and coordinate logistics support for the test program described above.
- 3.7.6. Develop a training program which integrates teaching products from a variety of sources: factory training, commercial training,



3.7.7. Produce a preliminary Manual in planning and conducting This manual shall incorporate all previous related work resulting from: previous acquisition phase, hot wash-ups and formal lesson's learned reports.



- 5. Government Furnished Equipment The Government will provide one office space on MacDill AFB in support of this effort. Facility will consist of a desk, chair, filing area, phone, computer, and supplies. Sverdrup Team personnel will have access to a photocopier, facsimile machine, and shredder on a non-interference basis when needed to perform the work requirements set forth herein. The government has identified \$22,125 as a material budget.
- 6. **Travel** The Sverdrup Team will perform travel as directed by PEO-M&R staff and will make all travel arrangements. The government has identified \$48,850 as a projected travel budget.
- 7. Acceptance Acceptance shall be made by PEO-M&R. PEO-M&R shall evaluate the deliverables for correctness, completeness, sufficiency of technical content, and compliance with applicable specifications and standards. USSOCOM shall take ownership of all products, reports, analysis, and work papers generated by the contractor as government owned.

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